

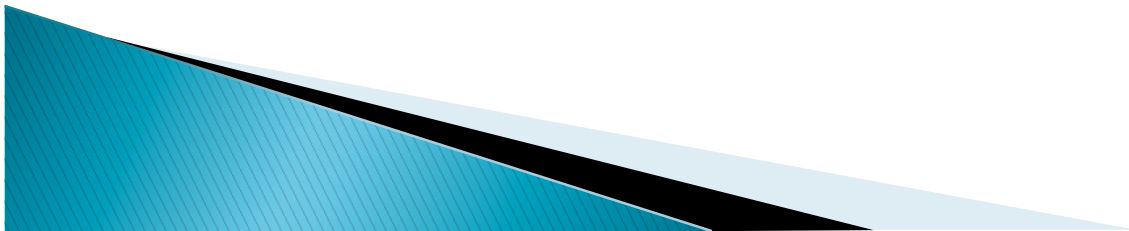


Round 2 Housing Program Updates

Heather Lagrone
Texas General Land Office

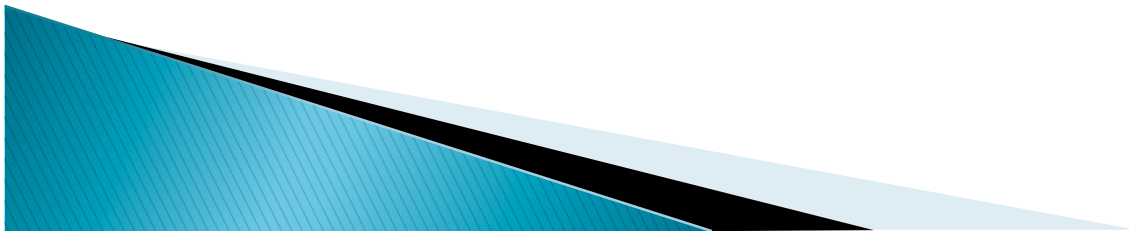
Overview

- ▶ The Housing Guidelines were developed to serve as a basis for Round 2 Housing Programs while recognizing impediments to affirmatively furthering fair housing.
 - Provide decent, safe, and sanitary housing.
 - Ensure the housing needs of the very low, low, and moderate income households are assisted proportionately to actual needs.
 - Prioritize elderly and disabled populations.



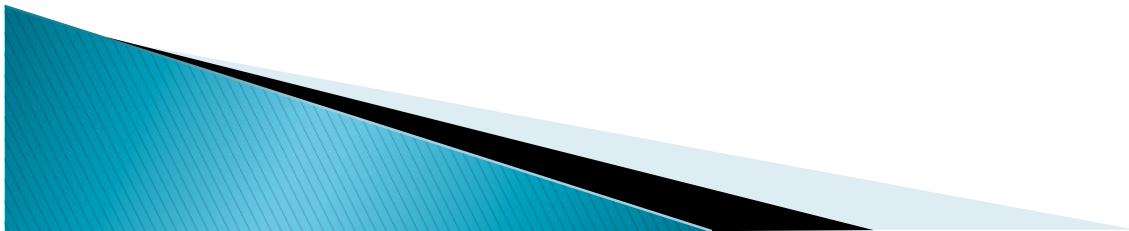
Overview

- ▶ Only the Low to Moderate Income National Objective is allowed.
- ▶ Services must be targeted to the most impacted areas.
- ▶ Round 1 applications can only be used as a part of marketing to prescribed areas.
- ▶ Subrecipients may request waivers after a public process.



Overview

- ▶ Conciliation Agreement
- ▶ Analysis of Impediments
- ▶ FFAST
- ▶ Needs Assessments
- ▶ Affirmative Marketing Plans
- ▶ Prescribed occupancy policies
- ▶ Housing Assistance Caps
- ▶ Standardization for new and reconstructed homes
- ▶ Rehab of existing damaged homes is capped at \$65,000

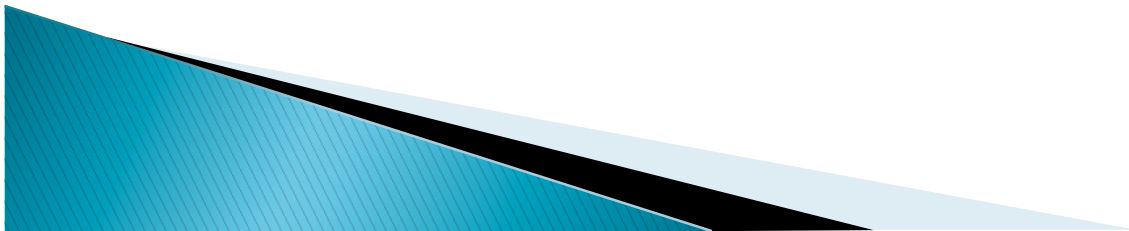


Housing Assistance Caps

	Non-HOP Homebuyer Assistance	HOP Homebuyer Assistance	Homeowner Assistance	
			Reconstruction / New Construction	Rehabilitation
Base Unit		Bid	Bid	\$65,000
Vacant Land		\$35,000		
Non-Coastal Elevation			\$35,000	\$35,000
Coastal Elevation			\$60,000	\$60,000
Water Well			\$30,000	\$30,000
Septic System			\$25,000	\$25,000
Accessibility		\$20,000	\$20,000	\$20,000
Abatement		\$20,000	\$20,000	\$20,000
Services		Actual or \$15,000	Actual or \$15,000	Actual or \$15,000
Totals	\$40,000			

HOP

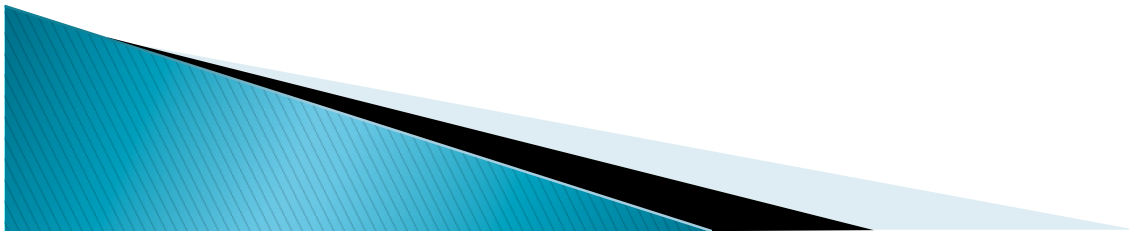
- ▶ Homeowner Opportunity Program
 - Available to homeowners who reside in:
 - 100 year flood zones
 - Census block groups that consist of 65% or more of minorities
 - Census block groups that consist of 35% or more of the residents living in poverty



“Rolled Up Budgets”

- ▶ Demolition
- ▶ Site Prep
- ▶ Flat Work
- ▶ Appliances
- ▶ Cabinets
- ▶ Electrical
- ▶ Flooring
- ▶ Foundation
- ▶ Framing
- ▶ Insulation
- ▶ Interior Surfaces
- ▶ Lead Paint
- ▶ Misc
- ▶ Plumbing
- ▶ Doors and Windows
- ▶ HVAC
- ▶ Roofing
- ▶ Finish Carpentry
- ▶ Exterior Paint
- ▶ Interior Paint
- ▶ Soft Costs

- General Construction
- Site Specific – Site Prep
- Site Specific – Elevation
- Site Specific – Demolition
- Site Specific – Accessibility
- Site Specific – Abatement
- Misc – Builder
- Misc – Sub-Recipient
- Misc – State Vendor
- HOP Services



"Rolled Up Budgets"



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

Subrecipient Name:					Contract Number:			
Homeowner Name:					Activity Number:			
Home Address:								
Building Contractor Name and Address:								
State Contract Builder:		<input type="radio"/> Yes <input type="radio"/> No						
SITE SPECIFIC - SITE PREP								
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total		
	Dumpster							
	Site Toilet							
	Fill							
	Site Prep							
	Make Ready							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							
+	- Other							



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
+	-	Other				
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					
	Sub-Total - Site Specific/Site Prep					

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Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
+ -	Other					
	Sub-Total - Site Specific/Demolition					
SITE SPECIFIC - ACCESSIBILITY						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Type (ramp, lift, etc)					
+ -	Other					
	Sub-Total - Site Specific/Accessibility					
SITE SPECIFIC - ABATEMENT						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Lead Paint Abatement					
	Asbestos					
+ -	Other					
	Sub-Total - Site Specific/Abatement					
GENERAL CONSTRUCTION - HARD COSTS						
Foundation						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Slab					
	Porch					
+ -	Other					
	NOTE: Activities in the above area may be subject to Windstorm certification					
	Foundation Cost					
Flat Work						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Flat Work					
+ -	Other					



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Flat Work Cost					
Plumbing						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Underground					
	Rough-in					
	Top-Off					
	Kitchen Sink					
	Toilet					
	Toilet Seat					
	Tub w/Surround					
	Bathroom Faucet					
	Tub Faucet					
	Copper/PVC/Flex					
	Hose Bib					
	<div style="display: inline-block; width: 10px; height: 10px; background-color: #007bff; color: white; text-align: center; line-height: 10px;">+</div> <div style="display: inline-block; width: 10px; height: 10px; background-color: #007bff; color: white; text-align: center; line-height: 10px;">-</div>	Other				
	Plumbing Cost					
Electrical						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Electric Rough-In					
	Electric Top-Off					
	Range Vent					
	Bath Vanity Light					
	Bath Vent/Light					
	Ceiling Fans					
	Exterior Lights					



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Kitchen Light					
	Utility Area Light					
	Bedroom Lights					
	Area Light					
	Closet Light					
<div style="display: inline-block; width: 10px; height: 10px; background-color: #0056b3; color: white; text-align: center; line-height: 10px;">+</div> <div style="display: inline-block; width: 10px; height: 10px; background-color: #0056b3; color: white; text-align: center; line-height: 10px;">-</div>	Other					
Electrical Cost						
Framing						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Studs (Interior)					
	Studs (Exterior)					
<div style="display: inline-block; width: 10px; height: 10px; background-color: #0056b3; color: white; text-align: center; line-height: 10px;">+</div> <div style="display: inline-block; width: 10px; height: 10px; background-color: #0056b3; color: white; text-align: center; line-height: 10px;">-</div>	Other					
NOTE: Activities in the above area may be subject to Windstorm certification						
Framing Cost						
Doors & Windows						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Interior Doors					
	Interior Door Knobs					
	Exterior Doors					
	Deadbolts					
	Storm Doors					
	Windows and Screens					
<div style="display: inline-block; width: 10px; height: 10px; background-color: #0056b3; color: white; text-align: center; line-height: 10px;">+</div> <div style="display: inline-block; width: 10px; height: 10px; background-color: #0056b3; color: white; text-align: center; line-height: 10px;">-</div>	Other					
NOTE: Activities in the above area may be subject to Windstorm certification						
NOTE: Activities in the above area may be subject to Windstorm certification						



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Doors & Windows Cost					
Insulation						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Insulation					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">-</div>	Other					
	Insulation Cost					
Exterior Surface						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Siding, Soffits, and Trim					
	Masonry					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">-</div>	Other					
	NOTE: Activities in the above area may be subject to Windstorm certification					
	Exterior Surface Cost					
Interior Surface						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Dry Wall					
	Tape, Texture and Trim					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">-</div>	Other					
	Interior Surface Cost					
Mechanical						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	HVAC					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">-</div>	Other					
	NOTE: Activities in the above area may be subject to Windstorm certification					
	Mechanical Cost					
Finish Carpentry						
	Finish Carpentry Cost					



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Trim Carpentry					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+ -</div>	Other					
	Finish Carpentry Cost					
Cabinets						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Base Cabinets					
	Wall Cabinets					
	Counter Top					
	Bath Vanity					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+ -</div>	Other					
	Cabinet Cost					
Appliances						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Range					
	Refrigerator					
	Disposal					
	Dishwasher					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+ -</div>	Other					
	Appliances Cost					
Flooring						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Carpet/Vinyl					
<div style="border: 1px solid black; padding: 2px; display: inline-block;">+ -</div>	Other					
	Flooring Cost					
Paint						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Interior Paint					
	Exterior Paint					
<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">+</div> <div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">-</div>	Other					
	Paint Cost					
Roofing						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Shingles					
	Decking					
<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">+</div> <div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">-</div>	Other					
	NOTE: Activities in the above area may be subject to Windstorm certification					
	Roofing Cost					
Finish Details						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Med Cab/Mirror					
	Hardware					
<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">+</div> <div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">-</div>	Other					
	Finish Details Cost					
	Subtotal - General Construction - Hard Costs					
MISCELLANEOUS SOFT COSTS - BUILDER						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Permits					
	Bonds					
	Insurance					
<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">+</div> <div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">-</div>	Other					
	SubTotal - Misc. Soft Costs - Builder					



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

MISCELLANEOUS SOFT COSTS - SUBRECIPIENT						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Permits					
	Bonds					
	Insurance					
+	-	Other				
SubTotal - Misc. Soft Costs - Subrecipient						
MISCELLANEOUS SOFT COSTS - STATE VENDOR						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Permits					
	Bonds					
	Insurance					
	State GA WO					
+	-	Other				
SubTotal - Misc. Soft Costs - State Vendor						
INSPECTIONS - STATE VENDOR						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Inspections					
+	-	Other				
SubTotal - Inspection Costs - State Vendor						
HOP Associated Costs (Round 2 Only) (i.e. lot acquisition, home purchase price, other)						
	Description	Specification Detailed Description	Square Feet, Number of Items, or Linear Feet	Cost per Square Foot or per Item (including Labor)	Cost per Item	Total
	Lot Acquisition					
	Home purchase					
+	-	Other				
Subtotal - HOP Services						
Total Budgeted Project Costs						



Texas General Land Office - Disaster Recovery Work Write-Up / Cost Estimate

Total Budgeted Project Costs	
------------------------------	--

Homeowner Signature:

Date:

WARNING: If it is determined through monitoring that the on-site support documentation of actual costs does not agree with the itemized invoice(s) submitted, the Subrecipient will be subject to repayment of CDBG funds. Subrecipients may not request funds in excess of the actual amount expended for rehabilitation or reconstruction of the eligible home.

Benchmarks

Benchmarks for Each Subrecipient Served	Incremental Cap for Charges by Benchmark (% of Grant Administration Fee) ¹	Cumulative Billing Cap by Benchmark (% of Grant Administration Fee)	Deliverables (or Documentation) and Estimated Time Lines for Accomplishment of Benchmark ^{2,3}
Execution of Round 2.2 Housing Grant between the GLO and Subrecipient	10%	10%	None (Contract is provided by the GLO)
Submittal of Subrecipient Housing Guidelines for Approval by the GLO – Required within sixty (60) days of Subrecipient Contract effective date	10%	20%	Approved Subrecipient Housing Guidelines on file
Completion of application intake; submission of site-specific environmental reviews required; and commencement of submission of setup packages for home rehabilitation or construction for GLO approval	10%	30%	Applications; a list of environmental reviews anticipated; and approvals for construction or rehabilitation of homes are on file

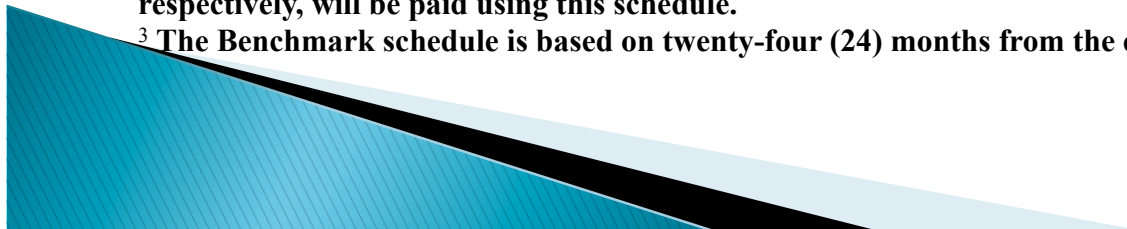
Benchmarks

100% of applicants are identified; 50% of applicant setups are approved by the GLO; and 10% of Project funds have been drawn by the Subrecipient	20%	50%	Documentation on file for attainment of Benchmark at the 12-month mark
100% of setups have been approved; 50% of homes construction is complete and 25% of funds have been drawn by the Subrecipient	20%	70%	Documentation on file for attainment of Benchmark at the 18-month mark
100% construction is complete and 75% of project funds have been drawn by the Subrecipient	15%	85%	Documentation on file for attainment of Benchmark at the 22-month mark
100% of projects closed out and approved by the GLO	15%	100%	100% Contract closeout approval by the GLO

¹Funds will not be paid out until each corresponding benchmark has been achieved in full and approved by the GLO.

² Payments to Grant Administrators and Subrecipients for Grant Administration and Project Delivery Costs, respectively, will be paid using this schedule.

³ The Benchmark schedule is based on twenty-four (24) months from the effective date of the Subrecipient Contract.



Housing – Scope of Services

Financial Duties:

- ▶ Submit financial forms
- ▶ Work with Subrecipient to develop a record keeping system
- ▶ Assist Subrecipient with the procurement of audit services
- ▶ Assist Subrecipient with the procurement of contractors

Relocation Duties (as applicable):

- ▶ Submit acquisition reports and related documents
- ▶ Establish acquisition files
- ▶ Complete acquisition activities

General Administrative Duties:

- ▶ Work with Subrecipient to establish and maintain a filing system
- ▶ Prepare and submit program and progress reports as required
- ▶ Facilitate preparation and approval of Housing Guidelines
- ▶ Facilitate application intake and eligibility review as requested by Subrecipient
- ▶ Prepare setup, draw, and change order packages as requested by Subrecipient
- ▶ Coordinate fair housing requirements
- ▶ Serve as monitoring liaison and resolve monitoring findings
- ▶ Prepare project completion reports
- ▶ Resolve third party claims
- ▶ Ensure program compliance including all requirements of the CDBG-DR Implementation Manual and the Hurricanes Ike and Dolly Round 2 Housing Guidelines
- ▶ Report suspected fraud
- ▶ Perform any other administrative duty required to deliver the project

Labor Duties (as applicable):

- ▶ Serve as Labor Standards Officer
- ▶ Request wage rates
- ▶ Verify contractor eligibility and submit required form(s)
- ▶ Complete 10 day calls to verify current wage determinations
- ▶ Attend pre-construction conference and provide necessary instruction to contractors
- ▶ Submit the Notice of Start of Construction
- ▶ Review construction contract(s) for compliance with labor laws and regulations
- ▶ Conduct employee interviews to verify wages paid
- ▶ Review contractor and subcontractor payrolls (wage / overtime / EEO compliance)
- ▶ Prepare final wage compliance report

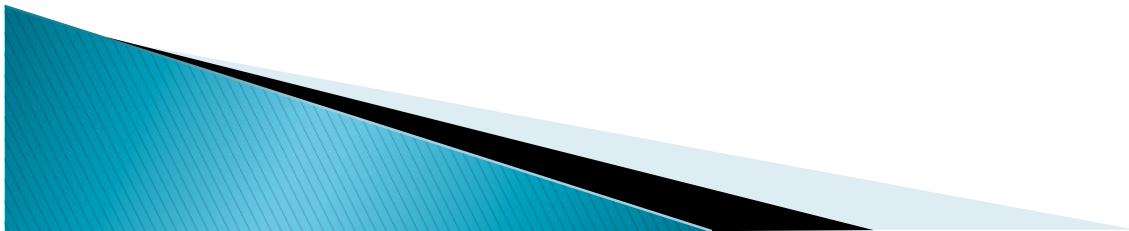
Environmental Duties:

- ▶ Complete Broad Environmental Review for execution by Subrecipient or State
- ▶ Conduct site specific reviews for individual sites as necessary



Round 2 Weekly Reporting

- ▶ The GLO has a new form that will be required for weekly reporting of housing activities that will capture all necessary additional reporting.
- ▶ The report will be required in Round 2 programs and may be utilized for Round 1.



Round 2 Weekly Reporting



Texas General Land Office - Disaster Recovery Sub Weekly Status Report

Please Email this Form to your Grant Manager by COB each Friday

Subrecipient:		Contract Number:	
Week Ending:		Date Submitted:	
Contractual Number of Units to be Served: <input type="text"/> (from Exhibit A of Contract)			

HAP- SINGLE FAMILY RECON/ REHAB

- A. All Applications Received
- B. Did Not Qualify/Withdrawn
- C. Eligibility Determined by Subrecipient
- E. Construction Starts *(based on NTP)*
- F. Construction Complete *(Final Inspection or Ready to Move in)*

Non-HOP		HOP		TOTAL	
Monthly Actual	Project to Date Actual	Monthly Actual	Project to Date Actual	Monthly Actual	Project to Date Actual
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non-HOP		HOP		TOTAL	
Monthly Actual	Year to Date Actual	Monthly Actual	Year to Date Actual	Monthly Actual	Project to Date Actual
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HBA- HOMEBUYER ASSISTANCE

- A. All Applications Received
- B. Did Not Qualify/Withdrawn
- C. Eligibility Determined by Subrecipient

Revised Version Effective 11/20/2012



Thank You Q & A

Heather Lagrone, Program Manager

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